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| --- | --- | --- | --- | --- | --- |
| **Role** | **Responsibility** | **Team** | **Tasks** | **Deadline** | **Progress** |
| CEO  (Chief Executive Officer) | * Oversee all departments * Future vision for the company * Drive new business ideas with teams * Who is / could be our clientele? |  |  |  |  |
| Finance Department  (monies) | * Bank account * Collecting monies - see Pam re system * Pricing of different sized bottles * Counting stall/worm juice monies * Budget/Income/Future purchases? |  |  |  |  |
| Human Resources and Education Department | * Party/Gathering * Trouble shooters/Assist all departments * Locations for events/stalls * Staff well-being * Building our knowledge - research * Educating the wider school - how? |  |  |  |  |
| Technology Team | * Update Wiki page on regular basis * Create a website to inform/promote product * Set up QR code for the website |  |  |  |  |
| Public Relations | * Online news and information to school and wider communities * Invite Auckland City/Local Councillors - Experts * Promote what we are doing to other local schools / invite Year 6 students from other schools * Check calendars for World, local and school events * Remember: Springtime is big sales opportunities * Make a PowerPoint to educate the junior school * Make worm puppets to do a show for our buddy class * Write a song to promote our worm farm * Trouble-shooting page (e.g. does worm juice go off?) |  |  |  |  |
| Production Team | * Ensure sufficient bottles in stock * Maintain 6 litre reserves for Mrs McConnell * Class experiments - research and run * More worm bins - one in the junior school? |  |  |  |  |
| Sales, Marketing and Advertising | * Design and produce a logo * Produce instructions for purchasers * Use the rhubarb plant photos to promote * Slogan - what will our SLOGAN be on our labels? * Promote our product * Design Posters * Produce posters * Investigate possibility of selling worm juice outside Pak n'Save * Grandparents' Day * Open Afternoons * Staffroom * After-school cafe * OAKS House Competition (ideas welcome!!)   e.g Whanau Quiz on Worm Farm knowledge |  |  |  |  |
| Innovation and Future Planning | * Where can we go from here? * Worm farms in ROPS homes? * Local business worm farms * www.hungrybins.com |  |  |  |  |